

**\*\*\*The following information is being provided to Academic Advisors, Directors of Undergraduate Studies, and Student Services Managers on behalf of the Office of Undergraduate Curricula. Please feel free to share with other individuals in your unit to whom this information might apply.\*\*\***

Good morning, all -

We hope everyone is doing well! Once again, it's time for the monthly OUC updates. Last month's memo is now [archived on our website](#) for easy access.

To keep these emails a manageable length, many entries will contain links to outside websites where you can view related content in its entirety. We have also coded our announcements using the following color scheme to make sure everyone can access the material relevant to their roles quickly and easily:

- Items under the **YELLOW** header apply ONLY to individuals in the College of Arts and Sciences
- Items under the **BLUE** header apply ONLY to individuals in the Professional Schools
- Items under the **GREEN** header apply to EVERYONE and will always be listed **FIRST**

If you have any questions or concerns, feel free to reach out to one of us.

Sincerely,  
The OUC team

[Nick Siedentop](#), Curriculum Director  
[Ben Haven](#), First-Year Curriculum Specialist  
[Heather Thompson](#), Course Evaluation Coordinator  
[Genevieve Cecil](#), Curriculum Analyst  
[James Thompson](#), Associate Dean for Undergraduate Curricula  
[Li-ling Hsiao](#), Associate Dean and Director of First-Year Curricula

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## **GENERAL CURRICULUM NEWS**

### **IDEAs in Action Training Session**

The next training session in December will focus on the 3<sup>rd</sup> pillar of the new curriculum, **Reflection & Integration**. Sessions will be virtual and recorded for future training needs. Two dates are available:

- Thursday, 12-16-2021: 10:00 – 11:30am or
- Friday, 12-17-2021: 1:00 – 2:30pm

If you are interested in participating in a training session, please complete this [registration form](#). You can expect an email from the session organizers two days prior to your session with the Zoom link.

### **IDEAs in Action Curriculum Updates**

The new IDEAs in Action website is available at <https://ideasinaction.unc.edu/>. The website also includes a [course search tool](#) that allows you to explore approved courses by department and Gen Ed attribute. The course search tool will be updated to reflect approved courses submitted through the CIM system.

Information about course development and the submission process is still available on the [Office of Undergraduate Curricula](#) website.

### **Reminder: Syllabus Insert for Spring 2022**

Faculty are encouraged to use the spring 2022 [Syllabus Insert](#) when preparing their spring semester course syllabi. The insert contains all required policy statements and is a quick and easy way to make sure your students receive the information they need. More details are available on the Office of Undergraduate Curricula website (link above).

### **Reminder: Class Features Tool for Spring 2022**

Instructors are encouraged to utilize the [Class Features tool](#) in ConnectCarolina to provide students with additional information about their spring 2022 courses. Students began registering on Monday, 10-25-2021 but instructors can and should continue to use the tool through the first week of the spring semester. To use the tool, log into [ConnectCarolina](#) and select "My Schedule." You will see the "Class Features" link for each course you are scheduled to teach. Copy-over functions and departmental proxies are available to ensure the process is efficient each semester. More information about the Class Features tool is available on the [Office of Undergraduate Curricula website](#).

### **Reminder: Directors of Undergraduate Studies (DUS) Meeting: Spring 2022**

Directors of the Undergraduate Studies, please mark your calendars! The spring 2022 DUS meeting will be held on Friday, 02-04-2022 from 9:00 – 10:30am (virtual). More information, including the meeting agenda, will be shared with the listserv a week before the meeting.

### **Reminder: Student Services Managers (SSM) Meeting: Spring 2022**

SSMs, please mark your calendars! The spring 2022 SSM meeting will be held on Wednesday, 02-09-2022 from 1:00 – 2:30pm (virtual). The meeting agenda and Zoom link will be shared with the listserv a week before the meeting.

### **Curriculum Proposals & CIM**

Thank you to all the faculty and department staff who submitted undergraduate course and program proposals in CIM by the 10-20-2021 extended deadline. Over 200 course proposals were submitted for the IDEAs in Action curriculum! After checking syllabi for all the [required elements](#), the proposals will be reviewed by the College's Course Committee which meets every month through spring 2022. The goal is to finish the reviews by early April 2022, prioritizing proposals for Research & Discovery, High Impact, and Communication Beyond Carolina.

As a reminder, you can view the status of a course proposal in CIM:

- Login to **CIM-Courses**: <https://nextcatalog.unc.edu/courseadmin/>
- Enter course code (e.g., AAAD 300) and select 'Search'
- For courses in workflow, the CIM form will display the Workflow steps. The current step displays in orange; approved steps appear in green.
- Reviewer comments appear at the bottom of the form.

You can also view the status of a program proposal in CIM:

- Login to **CIM-Programs**: <https://nextcatalog.unc.edu/programadmin/>
- Search for the program name, using an asterisk (\*) in the search box.

- For programs in workflow, the CIM form will display the Workflow steps. The current step displays in orange; approved steps appear in green.
- Reviewer comments appear at the bottom of the form.

### **2022-2023 Catalog Editing Process**

The editing cycle for the 2022-2023 Catalog will begin 02-01-2022. For the Undergraduate Catalog, this includes all non-curriculum related content (e.g., overview statements, faculty list, contact info, special opportunities). As a reminder, all undergraduate curriculum content (i.e., courses & program requirements) is managed in CIM. Only authorized deans, faculty, and staff may make edits to the content of the Catalog. To view a list of your department's/school's Catalog (CAT) roles and users, [click here](#) and search the table using your academic unit code (e.g., GEOG). If you need to add or remove CAT users for your unit, please complete the [Catalog User Update Form](#) prior to 02-01-2022. Additional information will be provided to all CAT users in January 2022.

### **First-Year Launch Updates: Fall 2022**

If your request to add the FY-Launch designation to an existing course was approved in CIM, you may now schedule a First-Year Launch section of that course in Fall 2022. Please schedule them in ConnectCarolina using section numbers 01F – 99F. Please note: approval to add the FY-Launch designation in CIM to a course means that you now have the option to schedule both standard sections of the course (section numbers 001-299) **and** First-Year Launch sections (section numbers 01F-99F).

### **Thank You Transfer Credit Review Faculty**

OUC would like to thank the many faculty across the university who review transfer courses to help our students make sure they have the most appropriate credit and can meet their curriculum needs. 655 students submitted 2,098 requests that were processed by faculty reviewers in 59 programs, departments, and schools across the university between April and November 2021. Our office periodically receives thank you notes from students, so we wanted to make sure you knew that students are grateful for the work you do.

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## **COLLEGE OF ARTS & SCIENCES NEWS**

### **IMPORTANT CHANGES in Student Learning Outcomes Assessment Reporting**

In response to Dean Terry Rhodes' emails to DUSs and Chairs this spring, 33 of the 40 undergraduate programs in the College have submitted their AY 2019-20 assessment reports. Some assessment reports for the 2018-19 and 2017-18 years are still missing for 15 of the 40 programs and need to be located.

Importantly, there have been significant shifts in expectations for these assessment reports, which are required for SACSCOC accreditation. There is now a stronger insistence on:

- **Using direct measures of student learning** – assessments of student work products or performances as evidence of skills and knowledge – instead of student surveys, enrollments, teaching evaluations, etc.
- Assessing achievement of learning outcomes **by the end of the program/major**, not in lower-level courses
- **Reporting results of data analysis** and **strengths and weaknesses** identified by the assessment
- **Describing program improvements** made in response to the assessments.

These changes will impact plans and reports for some programs. Dr. Bryant Hutson, University Director of Assessment, will be reaching out to DUSs and Chairs to provide support for meeting the SACSCOC assessment requirements while recognizing the competing demands on faculty time. Please wait to submit updated plans and 2020-21 reports until after you have received feedback from him in early December.

***Revised Schedule for Assessment Reports:***

- **Friday, 12-03-2021** – Dr. Hutson will contact DUSs and Chairs to provide feedback and confirm what is required of each program.
- **Ongoing** – Dr. Hutson will provide on-demand support and guidance to faculty and Chairs on streamlining and completing assessment plans and reports.
- **Friday, 01-07-2022** – DUSs and Chairs submit revisions to prior year (2019-20 and before) assessment plans and reports
- **Monday, 01-31-2022** – DUSs and Chairs submit AY 2020-21 assessment reports and updated assessment plans for the 2021-22 year report
- **10-01-2022** – Chairs submit AY 2021-22 assessment report (moved up to meet SACSCOC reporting deadlines)

For more information, contact Dr. Hutson directly at [bhutson@email.unc.edu](mailto:bhutson@email.unc.edu).

**Student Evaluations of Teaching (SET)**

College SET will close on 12-01-2021 (last scheduled class day). Reports are scheduled for release one week after the last final exam day (12-17-2021). Instructors or students with questions or support needs can email [cas\\_evaluations@unc.edu](mailto:cas_evaluations@unc.edu) for assistance. Additional information about SET can be found [on our website](#).

**Online Learning Contract Manager (OLCM) for Spring 2022**

The [Online Learning Contract Manager](#) (OLMC) tool is now open for spring 2022 learning contracts. Participating units are reminded that the system will remain open for new contracts through Tuesday, 01-25-2022 (spring census date). Departments that would like to request an earlier close date can do so by emailing [Genevieve Cecil](#) in the Office of Undergraduate Curricula.

**Online Syllabus Manager (OSM) for Spring 2022**

The [Online Syllabus Manager](#) (OSM) tool will open for spring 2022 courses on Friday 12-17-2021. Departments will also be notified via the OSM listserv. The system will remain open through the first four weeks of the spring 2022 semester. Questions can be emailed to [Genevieve Cecil](#) in the Office of Undergraduate Curricula.

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**PROFESSIONAL SCHOOL NEWS**

Nothing specific at this time – please refer to the General News section for information that applies to all units.

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## Want more information? Check out these campus resources!

Office of Academic Advising > <https://advising.unc.edu/>  
Office of Undergraduate Curricula > <https://curricula.unc.edu/>  
Office of Undergraduate Education > <https://undergrad-ed.unc.edu/>  
Office of the Dean of Students > <https://odos.unc.edu/>  
Office of the University Registrar > <https://registrar.unc.edu/>  
Office of Undergraduate Research > <https://our.unc.edu/>  
Office of Undergraduate Admissions > <https://admissions.unc.edu/>

Center for Student Success > <https://studentsuccess.unc.edu/>  
Honors Carolina > <https://honorscarolina.unc.edu/>  
Keep Teaching > <https://keep Teaching.unc.edu/>  
Academic & Final Exam Calendars > <https://registrar.unc.edu/academic-calendar/>

*Disclaimer: These emails are not intended to replace College and University-wide communications, but rather to supplement them. For this reason, we will not be accepting requests to advertise content unrelated to our office. However, if you think of ways in which we can improve our content, presentation, or communication please let us know!*